

TOWN OF WESTFORD PERMANENT TOWN BUILDING COMMITTEE MINUTES

DATE: December 9, 2013

TIME: 6:30pm

PLACE: Westford Senior Center

PRESENT: Tom Mahanna, Doug Fannon,, Karen Cavanagh, Kirk Ware, Paul Davies and Tom Ellis

ABSENT: Jim Sullivan, Gary Lavelle, Nancy Cook

OTHERS PRESENT:

Library Director: Ellen Rainville, Library Trustees: Hajo Koester , Robert Price and Elizabeth Diercks, Jean Roberts

Library

Ellen is working on the planning and design phase of a library grant project. She has consulted the town of Shrewsbury for information on their recent grant and the details of how they raised money for their project.

The Board of Libraries (granting agency) wants details such as elevations and floor plans that show furnishings in place. Ellen spoke of her presentation materials. She also shared their budget. Tom M. asked if there were more specifics on Shrewsbury to see magnitude of their project. Shrewsbury is in the center of town and a bank is being removed for the expansion. Their last addition was in 1984.

Ellen mentioned the Town master plan of 2009 included an action plan to evaluate the expansion of library. There was discussion on the population studies and more work needs to be done to determine a future population estimate.

The question of a branch library being added instead of renovation to the existing was brought up. Ellen explained there would be a lot of redundant cost and where would it go and that it does not help build more adequate space in the current library. She indicated that a branch can be considered in the grant process, but staffing and costs may not make it worth it. Parking was discussed; there are times daily that the parking lot currently fills, though do not foresee a parking issue. Kirk mentioned that maybe focus on library services and less meetings.

Discussed current library use: currently spend 25% on digital materials (ebooks, databases). The library is being used 170 people a day and is 16% higher than a year ago. See a need for people to have a location to go that is social and not home. Feel that the digital change will not remove the need for space, study rooms, tutors.

Children still use hard copy books and that has gone up by 2%, also heavy young adult use and clubs in town use meeting space too.

Discussed the need for more public meetings and how to encourage participation. Discussed what the future planning would look like. Ellen wants to have elevations and artistic renderings by the end of June 2016. She will work on the program and the architect would not come on board until 2015. She will continue to prepare the grant proposal, working on population and financial figures and preparation for Town Meeting.

Ellen will fill out the last three pages of form and send back for review. Trustees have to approve Jan. 6, 2014 and need chairman of PTBC to sign that the numbers are correct. Paul D. made a motion to approve the draft of the Planning and Design Grant for the library project and Kirk W seconded subject to Tom M's review of changes of the 3 pages. 6 to 0 approved.

School Window Project

Tom E reported that the window project was on track but do not have the cost yet, need more condition assessment and testing and scope of existing conditions results. Capital Planning Meeting was rescheduled to Dec 20. Need to have an update ready for that meeting. Tom M was asked to provide information for update. Tom E feels will not have a detailed cost until Jan. Tom E reported that the school department should drive the security update portion of the project and are probably not ready to make decisions on that yet. He will follow up with capitol to see what updates they need.

Fire Station Project

Kirk W had meeting with Jodi Ross and Interim Chief Targ and did site reviews for available site/land. Looked at Matrix site to see if front piece of land would work. Went to look at softball site by Robins Road to see if it was viable. Went down 110 and showed what was available for sites/land. Fire department has a request for 8 more people. Waiting to see what will happen with that and how effects the 4 station model. Would there be a smaller solution in the center and a 4th station. Tom M reported that Jodi and the fire department had not met in reference to the ambulance issue. They have not met yet. He is continuing to reach out to keep in touch with the process.

Town Wide Facilities Study

DRA has been selected to conduct the study and an initial meeting is set for Tuesday morning.

Next meeting set for Jan. 27, 2014

Meeting adjourned 8:40